

**EEO/AA Requirements for Contractors and Subcontractors  
Marquette Interchange**

1. Prime Contractor(s) and subcontractors awarded a construction contract in excess of \$10,000 at any tier for construction work under the contract **shall comply** with the requirements of **Executive Order 11246 as amended, Section 503 of The Rehabilitation Act of 1973 as amended and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended (38 U.S.C. 4212).**
2. The contractor shall provide written notification to the District Director, Office of Federal Contract Compliance Programs (OFCCP), U.S. Dept. of Labor/ESA, 310 West Wisconsin Avenue, Suite 1115, Milwaukee, WI 53202 - phone: (414) 297-3822, fax: (414) 297-4038, within 10 working days of the award of any construction contract (subcontract) in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. This notification shall include name, address and telephone number of the subcontractor, employer identification number (EIN), dollar amount of the contract, and the estimated starting and completion date. This notification provision applies to 2<sup>nd</sup> and 3<sup>rd</sup> tier subcontractors, etc. as well as the prime contractor.
3. Each contractor and subcontractor is required to complete a monthly Utilization Report. The monthly Utilization Report will reflect the hours worked and total number of employees by each contractor and subcontractor (separately) for each construction trade and classification (journey, apprentice, and trainee) within the trade by race and gender.
4. Each subcontractor will forward the completed monthly Utilization Report to the prime contractor who, in turn, will be responsible for forwarding the completed copies of the Report for its workforce and that of all subcontractors to WISDOT and OFCCP (monthly, consolidated and project accumulative).
5. Each contractor shall prepare and submit a monthly Hire Activity Report indicating the total number of hires (and rehires) for each trade, indicating name, trade (including breakout by journey or apprentice classification), race, gender, hire date and referral source. This report will be submitted with the monthly Utilization Report. If there were no hires during the reporting period, a statement indicating this must be submitted.

The prime contractor's monthly Utilization Report and Hire Activity Report (to include consolidated hours and hires for the total project and by subcontractor) are to be received by WISDOT and the OFCCP by the 20<sup>th</sup> day of the following month.

6. The **Prime Contractor** is required to **appoint an EEO/Affirmative Action (EEO/AA) Manager for the project.** Each **subcontractor is required to appoint an EEO/AA Project Coordinator.** The EEO/AA Manager shall have overall responsibility for the monitoring of EEO/AA compliance by the prime contractor and by all subcontractors working on this project (for all construction work originated by the Prime Contractor).

The prime contractor shall establish a **Special Project Affirmative Action Oversight Committee (SPAAOC)** comprised of WISDOT, OFCCP, and other representatives from state/local Civil Rights Enforcement/Development Agencies, labor unions, community constituents representing minority and female groups and other government and non-government agencies as needed. The SPAAOC shall meet as needed throughout the course of the contract to discuss EEO/AA issues.

7. Each Wednesday, the contractor shall submit to OFCCP a list of the names of all contractors/subcontractors who worked on the project during the prior week.
8. The EEO/AA goals (good faith effort) for this contract are 8.0% for Minorities and 6.9% for Females of total work force hours by trade.